

IV. Frequently Asked Questions

Who does not need to apply for a special events permit? If the event **does not** involve the following, you may not be required to apply for a permit.

- selling food, alcohol, raffle tickets or other goods
- installation of stages and stands
- a parade, carnival rides and games
- additional electrical hook-ups
- closing of streets
- amplified music
- police details

What types of special events require permits and licenses from the City? Walk-a-thons, Block Parties, Road Races, Processions, Festivals, Filming and possibly other events that require a street closure or other permits.

How far in advance of the event date should the City be contacted? The Cultural Affairs and Special Events Office needs to be notified of events at least one month in advance. This gives the office ample time to review applications, identify any prescheduled events and develop a solid plan for event. A non-refundable fee of \$25 will be needed at this time. Within 14 days most applications will either be granted or denied.

What is the first step? Come up with a detailed plan including date of event, number of people attending, necessary street closures, vending information, food handlers and anything else that may be helpful to the Special Events Office in reviewing and determining whether to approve a permit application.

Will this event require a street closure? Applications requiring the closing of a public way must obtain a "Street Closing Permit." The Department of Public Works, Lowell Police Department and the City Engineering Department all sign off on such a permit. The Special Events Coordinator will determine what is necessary to complete and will help facilitate the permit process. A permit fee of \$75 and a certificate of insurance naming the City of Lowell as additionally insured for a minimum of \$1,000,000 is required prior to issuance of a street closing permit.

Who provides traffic control for a road race? All road race permits will require the use of Lowell Police Officers. Contact the Lowell Police Department to review your plans. The applicant will assume costs for this service.

Can I use the Auxiliary Police? Only non-profit organizations may use volunteer auxiliary police, however the Lowell Police Department must be notified and at least one Patrol Supervisor must be on site.

Will there be alcohol served at this event? Applicants planning to dispense any form of alcoholic beverages at a Special Event must obtain a liquor license for the event. Please contact the License Commission.

What about an event at a park or playground? Applicants seeking to utilize a park or playground within the City of Lowell must apply to the Board of Parks. The Board of Parks will act on the application and will notify the applicant of their requirements prior to the issuance of a permit. Upon receipt of the Board of Parks Permit, the applicant contacts the Special Events Coordinator to determine City services and other permits that may be required and any associated costs if any.

What about an event at the riverfront Vandenberg Esplanade/Sampas Pavilion or downtown Mack Plaza?

These sites are under the jurisdiction of the state Department of Conservation and Recreation/Heritage State Park. You will need to secure permission from them for use of these sites prior to securing a Special Events Permit from the City. In certain cases, a City Special Event Permit may not be required. Contact State Park Supervisor Steve Carlin at (978) 369-6312 for information.

When is the balance due for an event? Any outstanding balances for an event must be paid within fourteen (14) days of the event. Any outstanding balances that have not been paid to the City of Lowell will result in applicants not being able to obtain future Special Event Permits.

What about sanitation facilities? Port-a-johns are generally required at most events and the Special Events Coordinator will determine the number required. Any event expecting more than 100 people must discuss their plans concerning port-a-johns with the Cultural Affairs and Special Events Office when applying for a special event license. It is the responsibility of the applicant to provide those units at their expense.

How can the city be notified of an event cancellation? Contact the Office of Cultural Affairs & Special Events in the event of a cancellation: 978-674-1482 or 978-674-1482.

Is a special events permit necessary for an event on private land? No. However a one-day entertainment, vendor or liquor license may be necessary. In case of street closure, a street closing permit is necessary.

What are special requirements regarding the handling of food? Development Services/Health Department requires a completed Temporary Food Establishment Permit and an employee's log a minimum of 30 days before an event. A vendor without a licensed facility of their own must complete a Licensed Food Establishment Agreement Form. Refer to the *General Guide to Temporary Food and Festival Events Information* distributed by the Health Department.

Is recycling required at all events and festivals? Yes, it is State Law. Recent updates to Lowell Ordinance (Ch 9) have recycling requirements. By recycling at festivals several requirements will have been met. Contact the Solid Waste and Recycling Office for more information.

What are the hours of operation for J.F.K. Plaza? Events scheduled to be held at F.J.K. Plaza are to be conducted no earlier than 7:00 AM and no later than 9:00 PM. Hours of operation at other locations will be determined by the Special Events Coordinator.

How often does the Lowell License Commission meet? They have bi-monthly meetings in the City Council Chamber on Thursdays at 6:30 p.m. These are listed on the City's online meetings calendar <http://www.lowellma.gov/Calendar.aspx>. Applicants are advised to file at least 1 month prior to scheduled event.

How often does the Board of Parks meet? The Board of Parks meets on the last Wednesday of the month at 6 p.m. in the Division of Planning and Development's second floor Conference Room in the J.F.K Civic Center. Notice of meetings is posted at least two weeks in advance of the meeting on the bulletin board outside of the City Clerk's Office and also on the City of Lowell's online Event Calendar.

Is there a penalty for leaving signs up after an event? The city will fine the contact person on the application for the Special Event \$150 per sign left up more than one week following an event.